



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org



GUIDANCE FOR SAMPLES:

SUMMER STAFF JOB DESCRIPTIONS

This document provides guidance on how to use the Summer Staff Job Description samples available in the Summer Learning Toolkit. You can access the samples through the links below or in the [Staffing and Professional Development](#) section of the Toolkit.

What are the SUMMER STAFF JOB DESCRIPTION samples and how can you use them?

Provided by Boston After School and Beyond and Pittsburgh Public Schools, the collection of position descriptions includes sample job postings, scopes of work, and formal job descriptions for a variety of central office and site-based managers, teachers and activity instructors, and other specialists. The format and content of position descriptions vary and include a range of information such as position duties and responsibilities, schedule, compensation, and required qualifications. The full set of job descriptions in the Toolkit includes:

- [Boston Paraprofessional Job Description](#)
- [Boston Site Coordinator Job Description](#)
- [Boston Teacher Job Description](#)
- [Pittsburgh Academic and Enrichment Teacher Job Description](#)
- [Pittsburgh Activity Specialist Job Description](#)

- [Pittsburgh Half-Day Activity Teacher Job Description](#)
- [Pittsburgh Math Curriculum Coach Job Description](#)
- [Pittsburgh Central Office Operations Manager Job Description](#)
- [Pittsburgh ESL Teacher Job Description](#)
- [Pittsburgh Nurse Job Description](#)
- [Pittsburgh Security Aide Job Description](#)
- [Pittsburgh Site Coordinator Job Description](#)
- [Pittsburgh Site Curriculum Coach Job Description](#)
- [Pittsburgh Site Director Job Description](#)
- [Pittsburgh Site Operations Manager Job Description](#)

Why are job descriptions important?

Staff is the most expensive component of running a summer program and arguably the most critical to student experience. From central office to site-level and classroom staff, the process of staffing the summer program can add role clarity from the beginning if done in a coordinated way. **RAND** recommends that districts: hire engaged and dedicated site leaders with strong organizational and interpersonal skills; hire motivated academic teachers with grade-level content knowledge; and ensure enrichment instructors have relevant content knowledge. Detailed, tailored job descriptions increase the odds that program leaders will recruit and hire qualified staff.

Who can benefit from these resources?

- District central office managers
- School-based program leaders
- Nonprofit program leaders

Tips for developing effective job descriptions

As you draft position descriptions, identify core competencies of staff. For example, **RAND** researchers found that site management directly influences the daily experiences and learning of students through logistics, scheduling, climate, behavior management, and expectations. They recommend that site managers periodically observe instruction to understand which teachers may need additional support and enrichment and provide the district feedback on instructors and

community based organizations. Include such relevant qualifications and roles and responsibilities in position postings, along with information on compensation, program schedule, and hiring timeline. Additional tips include:

- Begin assessing your staffing needs and developing position descriptions in the fall.
- Develop a process and timeline for hiring, focusing on central office and site leaders in the winter and teachers and other essential staff in the spring. Include in your plan a process for posting and sharing jobs throughout the district.

